

Welcome Mentor Teachers

Spring 2023



KUTZTOWN

U N I V E R S I T Y

COLLEGE OF EDUCATION

Kutztown University College of Education

Clinical Experiences & Partnerships

“Tell me and I forget.

Teach me and I remember.

Involve me and I learn.”

-Benjamin Franklin

Mentor Teacher Information

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**Teacher Certification
Programs
&
Professional
Development**

Professional Development

Virtual Education

NEW!

Please note that our student teachers will be ready to work in a traditional or an online capacity.

We are currently offering additional professional development for our students through the Chester County Intermediate Unit to ensure that they are ready to meet the unique challenges of online instruction.

We believe our students are well educated in the latest information technologies and with this additional training they will be an asset to any teacher trying to create a successful hybrid or fully virtual learning environment.



PA Teacher Certification

Areas of Concentration

Kutztown University offers the following content areas in Teacher Education:

- **Early Childhood/Elementary Education: Pre-K – Grade 4**
- **Middle Level Education: Grades 4-8**
 - Math & Science, Math & Social Studies, Math & English/LA & Reading, Science & English/LA & Reading, Science & Social Studies
- **Special Education: Pre-K – Grade 8 (w/El Ed dual major)**
- **Special Education: Grades 4 - 8 (w/content - dual major)**
- **Special Education/Visual Impairment: Birth-21 (w/El Ed PreK-4, 4-8 dual)**
- **Secondary Education: Grades 7-12**
 - English, Math, Modern Language, Science, Social Studies
- **Secondary Education: Grades 7-12 (w/Special Education dual major)**
- **Art Education: Grades K-12**
- **Music Education: Grades K-12**
- **Library Science: Grades K-12**

Endorsement Certificates

Department of Secondary Education

English as a Second Language (ESL) Endorsement Certificate

provides specialized training at the graduate and undergraduate levels for certified graduates and teaching candidates who support or aspire to work with learners whose first language is not English

STEM Endorsement Certificate

provides specialized training for teaching candidates who specialize in science and mathematics

Principal and Supervisory Certificate

for experienced teachers seeking leadership positions within the school systems



Endorsement Certificates

Department of Secondary Education

The Autism Endorsement Certificate



- **The Autism Endorsement Certificate at Kutztown University** provides specialized training at the **graduate and undergraduate levels** for certified (graduate) and pre-service (undergraduate) teachers who support or aspire to support students with autism spectrum disorders.
- Candidates who successfully complete this program at the graduate level are eligible to receive the Pennsylvania Department of Education's ***Autism Spectrum Disorders Endorsement Certificate***.
- Undergraduate candidates successfully completing this program are also eligible to receive the Autism Spectrum Endorsement Certificate contingent upon receiving a Level I instructional certificate.

Ed.D. in Transformational Teaching & Learning

A New Generation Doctorate for Educators

PROGRAM ELEMENTS

- Cohort Model
- Classes designed for working professionals
- Practitioner-scholar focus integrating theory & ‘best practice’
- Action research dissertation in practice (DiP)
- Taught by highly qualified faculty in both the College of Education and the College of Visual and Performing arts

FOR ADDITIONAL INFORMATION

Please Contact:

- **Dr. Patricia Walsh-Coates**
E-mail: coates@kutztown.edu
610-683-4259

ADMISSION REQUIREMENTS

- A masters (or specialist) degree in education or related field from a regionally accredited institution
- Five or more years of educational experience
- Must be employed full time in an educational setting

YOUR COMMITMENT

- Three to six semester hours during fall, winter, spring, and summer
- Participate in all classes & cohort activities
- Completion in three years

Teacher Education Program Development

follows:

Pennsylvania Department of Education:

- Regulates the training of teachers (admissions, certification, program specifics, etc.)

Council for Accreditation of Educator Preparation

- Aligns Kutztown's program with national standards for admissions, program improvements, etc.
- Kutztown University received NCATE Accreditation in 2013.

Pennsylvania State System of Higher Education (PASSHE)

- Establishes stipend rates for co-operating teachers:
 - \$135 First year mentors (7.5 weeks)**
 - \$270 Experienced mentors (7.5 weeks)**
 - \$540 Full semester mentors (15 weeks)**

Mentor Teachers Roles & Responsibilities

**An investment of time,
energy & expertise**

Co-operating teachers ...

“...are the most important people in the student teachers’ professional lives. They determine the attitudes student teachers carry into retirement.”

-- Anderson, Major, & Mitchell



PDE Mentor Teacher Criteria Guidelines

Mentor Teachers Must...

- Hold PA certification in subject area taught
- Possess a minimum of three full years of teaching experience
- Possess a minimum of one year experience in the present school and grade level
- Agree to collaborate frequently with the university supervisor on the observation, development and evaluation of each student teacher
- Read through this PowerPoint



Preparing for Your Teacher Candidate

Setting Up for Success

It's important to develop a positive relationship and create a comfortable environment for your teacher candidate before the clinical experience begins.

- Become familiar with your teacher candidate's resume.
- Get to know your teacher candidate by setting up an in-person meeting before school begins.
- Introduce your teacher candidate to your principal, colleagues, and team members.
- Acquaint them with your school's schedule, building layout, emergency plans, and your classroom.
- Give your teacher candidate clear professional guidelines and make sure they are familiar with your school's student/teacher handbook.

Preparing for Your Teacher Candidate

Involve your teacher candidate from Day 1

Week One

- Introduce your teacher candidate to the students and make them feel comfortable.
- Provide observation time for your teacher candidate.
- Use your judgment to assign tasks and duties as you see reasonable.
- Allow time for teacher candidate to build a rapport with students.

Following Weeks

- Increase the teacher candidate's responsibilities within a co-teaching environment between the cooperating teacher and student teacher.
- Use your good judgment to allow the teacher candidate to take on more responsibility with each day.
- The student teacher candidate is given independence and allowed creativity with teaching lessons.

You should never leave your teacher candidate alone in the classroom.

Your Role as a Cooperating Teacher

Providing mentorship

View your Teacher Candidate as a developing professional under your guidance.

Remember what it was like when you were a practicing teacher. What did you need? How did you feel? What would have helped you?

Engender trust:

- Listen actively, reflectively and empathetically
- Provide frequent feedback
- Focus on descriptive comments
- State desirable behaviors in positive terms
- View your role as supportive

Provide them with:

- Sound advice
- A positive perspective
- Professional modeling
- Encouragement
- Perspective
- Letter of Recommendation or Letter of Reference

Your Role as a Cooperating Teacher

Providing instructional support

Assist your teacher candidate to be the best teacher they can be:

- Model effective teaching practices and make thinking transparent.
- Implement collaborative teaching.
- Share decisions, ideas and observations.
- Give your teacher candidate clear guidelines & expectations to follow.
- Make time for weekly planning and discussion.
- Allow independence and creativity in lesson planning.
- Guide your teacher candidate in helping students with special needs.
- Observe and provide daily feedback.
- Help them find and use reliable resources.
- Help your teacher candidate grow professionally.

Your Role as a Cooperating Teacher

Communication with your teacher candidate

Open communication between a student teacher and their mentor is crucial and should be based on trust and respect.

- Interact with your teacher candidate regularly.
- Communicate informally and formally.
- Maintain confidentiality.
- Create a safe atmosphere wherein your teacher candidate feels comfortable asking questions and expressing concerns.
- Ask questions, actively listen, verbally reflect for understanding.
- Provide daily constructive feedback that is supportive yet honest.
- Maintain communication with university supervisors
- Maintain communication with the KU Clinical Experience office- call or email them anytime with questions or concerns.

Weekly Clinical Experience Practicum

Supervisor Meetings

All student teachers must attend mandatory weekly practicums with their supervisors on the KU campus.

These meetings are designed to:

- provide support through collaboration with other teacher candidates
- share innovative ideas from the field
- develop students professionally
- help students transfer theory into practice
- prepare students to seek a professional position

Weekly Clinical Experience Practicum

Information & Schedule

- **Students will attend a mandatory practicum with their KU supervisor every Tuesday.**
- **Your teacher candidate will tell you the exact time their practicum class is held as it varies by department.**
- **Teacher candidates are to be permitted time to travel to the KU campus safely for practicum but not take advantage of leaving assignments too early.**

**Please refer to the Clinical Experience Practicum Calendar
for specific dates.**

This calendar can also be found on the Clinical Experiences website:

<https://www.kutztown.edu/academics/colleges-and-departments/education/clinical-experience-and-partnerships/mentor-teachers.html>

Teacher Candidate Assignments

Teacher Candidate Assignments

Once placements are made

Once the placement with your teacher candidate has been confirmed, you can look forward to the following...

- An introductory email or phone call from your teacher candidate requesting a meeting with you prior to the start of clinical experience.
- This mentor teacher packet which includes a calendar, your stipend form, information about your teacher candidate and this very informative PowerPoint.
- Emails from Anthology Portfolio with instructions on how to use our new Anthology program for the Danielson Formal Cumulative Evaluation(s). These emails will be sent in late February and again in late April. Please refer to the evaluation information for details.

Assignment Changes

Sometimes issues occur

Although our faculty and staff work very hard to secure the right placement for our students, cancellations or changes in their assignments can sometimes occur due to several reasons including but not limited to:

- Clearances
- Student's personal issues
- A change in one of two placements affecting the other placement
- Supervision

The Clinical Experience office will notify your district office if a situation arises and will send an email notifying you as well.

We ask for your patience and understanding if/when these issues occur.

Teacher Candidate Evaluation Process

Teacher Candidate Evaluations

Providing feedback and guidance

The KU College of Education has adopted **Charlotte Danielson's Enhancing Professional Practice: A Framework for Teaching** as an instrument to *evaluate* teacher candidates and *guide* improvement:

- Based on a body of research to identify principles of effective practice and classroom organization; grounded in a constructivist approach to learning and teaching
- Intended to serve as “a road map to guide novice teachers... and a means to focus improvement efforts”
- Mirrors In-Service Educator Effectiveness assessment

The Danielson Framework Rubric can be found on our website via this link: [Evaluations - Kutztown University](#)

Teacher Candidate Evaluations

What is required

Evaluations:

- 3 In-Progress (informal) Evaluations and 1 Formal Cumulative Evaluation must be completed during each 8-week period.
- If you have a student for one 8-week placement, you will fill out 1 formal evaluation. If you have a student for a full 16-week placement, you will fill out two.
- Due dates for evaluations can be found on the **Clinical Experience Practicum Calendar** included in your packet and on our website.
- Please contact your teacher candidate's KU supervisor with questions related to assessments/evaluation content.

In-progress Evaluations

What you need to know

In-progress Evaluations:

- In-progress evaluations are informal observations written by the mentor at regular intervals during the student teaching assignment.
- These in-progress evaluations will help contribute to your final cumulative evaluation at the end of the 8-week period.

Mentor teachers will...

- Write 3 In-Progress Evaluations using the Danielson Framework rubric and paper form during an 8-week period.
- Use the modified Danielson Framework form that is specific to your teacher candidate's instructional area found on our website.
- Review the In-Progress Evaluation with your teacher candidate.
- Give a copy of the evaluation to the teacher candidate & their KU supervisor.

Please find the In-progress Evaluation forms and rubric on our website via this link: [Evaluations - Kutztown University](#)

Formal Cumulative Evaluations

What you need to know

Danielson Formal Evaluations:

- Formal evaluation(s) are cumulative and done at the end of each 8-week period in our online **Anthology Portfolio** system.
- If you have a student for 8 weeks, you will complete the Danielson formal evaluation once.
- If you have a student for 16 weeks, you will complete the Danielson formal evaluation twice.
- Danielson formal evaluation(s) are based on the 3 in-progress evaluations as well as other informational observations.
- The Danielson formal evaluation(s) will contribute to the PDE 430 Evaluation completed by the KU supervisor.
- Learn about Anthology on the next page.

Anthology and Formal Evaluations

How it will work

The College of Education at Kutztown is using new technology called Anthology Portfolio for the required Danielson **Formal** Evaluation(s) for your student teacher.

You will receive two automated emails from “Anthology Portfolio” toward the end of each 8-week period. Both emails will be sent to you on the same day:

- **The first email** is a notification of the placement you have with your student teacher. Nothing is needed from you, but if you notice any errors in your placement you can contact us at the emails listed in this notice.
- **The second email** notifies you that the evaluation portfolio is now open for you to use. Simply click on the Anthology link towards the bottom of the email and follow the prompts on the screen.
- If you only have a student for 8 weeks, you will receive these emails once and fill out only one formal evaluation.
- If you have a student for 16 weeks, you will receive these emails at the end of the first 8 weeks and again at the end of the second 8 weeks.

Anthology

We are here to help

Anthology assistance:

Our **College of Education Support Center** can help you with any technical questions such as login, access, and use of the software:

Hours: Monday-Friday 9am-4pm

Email: coesupport@kutztown.edu

Phone: 484-646-5900/610-683-4356

A screen recording video that walks you through the entire process can be found here: https://youtu.be/auyEzrX_Tl0.

Step by Step Instructions on how to use Anthology can be found here:

<https://www.kutztown.edu/academics/colleges-and-departments/education/coe-support-center-anthology.html>

Teacher Candidate Evaluations

When there is an issue

Observations and assessments provide constructive feedback necessary to a student's growth and development as a teacher.

But what do you do if your teacher candidate is not responsive to your suggestions?

- If your teacher candidate is not responding to your suggestions the university supervisor should be apprised in a timely manner.
- The use of a “three-way conference” (teacher candidate, cooperating teacher and university supervisor) is often helpful in clarifying situations, offering suggestions and establishing a timeline for change.
- The chair of the department is available to mediate serious problems.

Mentor Teacher Stipends

Mentor Teacher Stipends—a slight increase

A Small Monetary Thank You

Stipend amounts are established the PA State System of Higher Education and went up last semester:

First Year Mentor	\$ 138.00	(7-week placement)
Experienced Mentor	\$ 275.00	(7-week placement)
Full Semester Mentor	\$ 551.00	(15-week placement)

- **Stipend forms:** will be included in your mentor teacher packet. It should be filled out and sent back electronically to **Julie Setliff/ jsetliff@kutztown.edu**
- **Due Date:** Fall semester stipend forms are **due by April 1, 2023.**
- **Payment schedule:** Stipend checks will be mailed out in **June 2023** to the home address you list on the form. An email will be sent informing you that the checks have been mailed.
- **Please note:** Social security numbers are *necessary* to process your stipend. If you feel uncomfortable sending them via email, please call us or post them via the US mail.

***Please call the Clinical Experience Office
with any questions or concerns regarding stipends.***

Teacher Candidate Roles and Responsibilities

Teacher Candidates

Expectations

Our Teacher Candidates attend a student teacher orientation at which all expectations and responsibilities are outlined and discussed.

Your teacher candidate should:

- Follow all school policies as your faculty do
- Follow the school schedule and calendar as your faculty do
- Actively seek responsibility
- Always display a professional demeanor
- Dress *professionally/appropriately*
- Attend faculty meetings, conferences and in-services whenever possible

Teacher Candidates

Scheduling and Planning

Teacher candidates are responsible for keeping up with and creating schedules.

- Weekly schedules will be handed in at practicum.
- Schedules runs on a Wednesday through Tuesday cycle.
- The KU supervisor's scheduled visitations are based on their teacher candidate's schedules.

Teacher candidates are responsible for lesson planning.

- A plan is expected for *every* lesson taught.
- Mentor teachers are asked to initial every plan.
- Teacher candidates should ask their mentors to make suggestions and revisions to the plans.
- Teacher candidates should be prepared with their lessons. If they do not have a plan, they should not teach the lesson.

Attendance & Absences

Teacher Candidate Guidelines

Attendance Policies

Expectations:

- Teacher candidates should be in attendance and *punctual* everyday.
- If emergencies arise with your teacher candidate, please use your judgment.
- No personal days are allowed.

Absence Policies

Expectations:

- If a teacher candidate will be absent due to illness/sudden emergency they must notify their **mentor teacher, KU supervisor, and Clinical Experience office via email** that morning or the night before.
- Teacher candidates should deliver teaching materials & lessons plans to the co-operating teacher.
- **Mentor teachers are asked to call or email the Clinical Experience office with any questions regarding a Teacher Candidate's absence.**

Attendance & Absences

Mentor Teacher Absence

In the Case of a Mentor Teacher Absence:

- A teacher candidate cannot be left alone in the classroom without a mentor teacher or substitute teacher.
- A teacher candidate **SHOULD** attend school with a school provided substitute teacher in the event their mentor teacher is absent. This is a good opportunity for teacher candidates to be in control of a classroom.
- **PDE policy, Act 91 of 2021** will allow student teachers to be employed as substitutes for their mentors. Please see the following slide for details.



Student Teachers as Substitutes

New PDE Act 91 Policy 2021

Teacher Candidates may act as substitute teachers provided, they follow KU and PDE policy:

- KU College of Education's "**Substitute Teaching While Student Teaching Policy**" allows student teachers to be paid as substitute teachers for up to 10 days of the student teaching semester if there is pre-approval from the classroom mentor, the university supervisor, and the student teacher.
- The policy is intended for student teachers to substitute for their mentor if their mentor is absent. They cannot substitute for any other teachers.
- Additional paperwork and approval must be in place with the school district in which the student teacher is placed. **To be eligible to substitute while student teaching, student teachers must meet the requirements of this act which can be found here:** <https://www.kutztown.edu/academics/colleges-and-departments/education/clinical-experience-and-partnerships/student-teachers.html>
- **The policy accords with a relevant PDE policy, Act 91 of 2021.**

KU Supervisor Roles & Responsibilities

The KU Supervisor

Roles

Our Supervisors are dedicated to creating a professional, supportive relationship with both our mentors and teacher candidates to ensure a positive and meaningful clinical experience.

The Supervisor's role includes:

- Acting as a *liaison* between the cooperating teacher & KU
- Maintaining an open line of communication
- Sharing any concerns which may arise
- Sharing goals & expectations of the College of Education with the cooperating teacher & school
- Providing support to both the mentor teacher and the teacher candidate



The KU Supervisor

Expectations

The university supervisor will:

- Schedule a visit to your school during the Teacher Candidate's first week.
- Provide their contact information for you--KU e-mail or cell phone/office phone.
- Evaluate your teacher candidate 3 times within a 7.5-week period & conference with you and your teacher candidate.
- Complete the PDE 430 Final Evaluation for your teacher candidate.



Clinical Experiences & Partnerships

We are Here to Support You

The Clinical Experiences office is always available and happy to answer any questions or attend to any concerns you may have.

Please do not hesitate to contact us for any reason:

Dr. Howie Lessel

Director of Clinical Experiences

222 Beekey Education Center

lessel@kutztown.edu

610-683-4276

Julie Setliff

Manager

224 Beekey Education Center

jsetliff@kutztown.edu

610-683-4256





**On behalf of Kutztown University
and the College of Education,
we would like to **THANK YOU**
for offering your professional guidance,
mentorship and wisdom to our future teachers!**

We appreciate all you do!